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96.00 Utility Accommodation

96.10 Permit Requirements

96.12 Annual Service Connection Permits

By: Director, Bureau of Highway Operations

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A. General Policy

Typically, a utility shall obtain a permit from the Department before installing any type of service line that requires a connection from an existing distribution facility within the right-of-way. However, the Department recognizes that a utility must respond promptly to its customers when they request service connections for their homes or businesses. In order to help expedite this process, a utility may apply for an annual service connection permit (ASCP) from the Department which bypasses the normal permit approval process.

This policy does not affect policy 96.05, Emergency Work. Approvals for emergency service connections should still be handled by a phone call to the appropriate district office.

All work described in this policy shall comply with the entire Utility Accommodation Policy. Any ASCP issued to a utility does not supersede the authority of other governmental agencies' more restrictive requirements.

B. Application Information

A utility shall use the Department's standard permit form, ~~EM401~~ **DT1553**, to apply for an ASCP which shall be sent to the appropriate district office for review. The ASCP shall only be effective during the calendar year and in the district and county in which it is issued. Hence, a utility may want to obtain additional ASCPs if its service territory crosses county or district boundaries. A copy of the ASCP shall be kept on the job site at all times. To properly fill out an EM401 form to make it into an ASCP, see figure 1.

The Department may reject an ASCP application if a utility has been delinquent in rectifying previous or current installations which violate the Policy (e.g. site restoration). In addition, the Department may suspend or permanently revoke an ASCP due to Policy violations.

C. Coverage

The ASCP shall pertain to **service connections only**. In addition, an extension of the existing distribution line up to 300 feet is allowed to facilitate the installation of the service. Both overhead and underground short-side (same side of highway as the distribution line) service connections are allowable. See figures 2 and 3. Long-side (opposite side of highway as the distribution line) service connections are also allowable, but may be limited to underground installations. See figures 4 and 5.

D. Implementation

Once an ASCP has been approved by the Department, a utility shall implement the following process to obtain approval for installing a service connection. A utility shall submit, by fax or other method, a location sketch of the proposed service for Department review at least three business days prior to the start of the work. A copy of the utility's work order may be sufficient for this. The information provided shall include the:

1. Utility's ASCP number.
2. County name and town, range, and section numbers.
3. Distance from the nearest intersection to the service line.
4. Name of the utility and employee who needs the Department's reply along with that person's telephone and fax numbers.

An ASCP does not authorize a utility to start work. The district utility permit coordinator shall notify the utility when it is okay to proceed with the proposed service work – usually by telephone or return fax unless another method is specified by the utility. If the utility does not hear from the coordinator or designated representative prior to commencing work, it should call the district office.

E. Work Restrictions

If a utility cannot meet **all** of the conditions listed below, then it shall obtain a regular permit for that specific service connection. Under an ASCP, all work shall be done:

1. Without any interference or disruption to traffic. Exceptions may be granted for low-volume (2,000 ADT or less), two-lane rural highways.
2. Without open cutting the pavement, paved shoulders, or medians.
3. For long-side connections, using untrenched construction techniques only. Any boring machine that is used shall not be guided from the highway surface. The use of the median area is prohibited [policy 96.24(B)] -- even to check or guide the boring machine. Boring shall be accomplished no closer to the highway than the toe of inslope or back of curb in accordance with policy 96.53(B). The bore shall be perpendicular to the highway.

Overhead, long-side service connections may be allowed on low-volume (2,000 ADT or less), two-lane rural highways during off-peak travel hours. The use of a law enforcement officer to stop traffic may be required.

Sample Permit Form

KEY: R/W = right-of-way P/L = property line S = service ♦ = pedestal, pole or valve

